



## **About Us**

Hastings Crossing BIA serves over 700 businesses, property owners, and organizations within our district in Vancouver's Downtown Eastside neighbourhood. On behalf of our members, and through a commitment to social innovation and impact, we work to enhance the public realm and local economy of our district through promotion, street improvements, business supports, events, safety initiatives, and more.

We are an award-winning BIA with some of the most unique neighbourhood challenges and opportunities of any BIA in North America.

## **Our Mission:**

To promote and support our members, business owners and property owners, to advocate on their behalf and contribute to the social, cultural and economic health of our area through innovation, partnership and collaboration with other stakeholders in the community. To be a BIA unlike any other, driven by strong social and environmental values and with a dedication to the authentic urban culture of Vancouver's Downtown Eastside, we are the social innovation BIA.

## **About the Role**

Reporting to the Board of Directors, the Executive Director of HxBIA provides the leadership, direction, and project management needed to achieve the mission and vision of the BIA. The Executive Director is responsible for managing the creation, delivery, and implementation of all programs and member services, including annual budgets, daily operations, and community and public relations.

## **Our Successful Candidate**

You'll be a great fit for this role if you:

- are a big picture thinker, yet able to visualize and implement specific steps to reach that vision
- are highly organized, efficient, resourceful, tactful, and dependable, and have a positive attitude

- can work independently and collaboratively, and have experience managing a small team
- have solid knowledge of all facets of operating a non-profit organization, including governance and working with a Board of Directors, financial management and administration, revenue development including grant writing, HR, operations and marketing communications.
- are creative, innovative, and entrepreneurial and can leverage resources and relationships to deliver the greatest HxBIA programming impact for our members.
- understand small business issues and trends
- can facilitate community consultation and positively interact with diverse members of the public, businesses, property owners, social service providers, community groups, government staff, and elected officials

### **Key Qualifications & Skills**

The successful candidate is a creative, socially conscious, and dynamic leader and has the following qualifications:

- 3-5 years' experience in the non-profit or business sector in a leadership role
- College diploma, associate's degree or university degree especially within the fields of planning, community economic development, urban geography, social innovation, marketing, business administration, public relations, public policy, communications or non-profit management, or suitable combination of experience and education
- Knowledge of civic and provincial structure and operations
- Knowledge of purpose, history of BIAs
- Have knowledge and interest in the range of community, political and socio-economic issues affecting urban areas generally, and especially the DTES.
- Excellent, demonstrable expertise in project implementation and management, event organizing, marketing, and public relations
- Proficiency in Word, Excel, website management, Adobe, and other digital tools such as Slack, Trello, etc.

### **Compensation**

This is a full time, permanent position with a base salary of \$55,000 - \$60,000 plus benefits.

### **How to Apply**

Please submit your cover letter and resume to [edhxbia@gmail.com](mailto:edhxbia@gmail.com) with the subject heading "Application: Executive Director" and file name "lastname firstname".

We thank all applicants for their interest; however, we will only be contacting those candidates who have been selected for an interview.

**Deadline: October 24th, 2019, 11:59PM**